



Surety Action Request Form

Type of Surety Review Request (check only one):

Annual Registration for Surety over 4 Years Old ☐

Adjustment ☐ *(Please note, a copy of the initially recorded plat and subsequent revisions, if any, must be included with all adjustment requests. No credit allowed for installed storm drainage or BMPs until as-built plan is approved. To receive credit for stone base, asphalt, curb & gutter, or sidewalk, 100% of the item must be installed unless this Form is accompanied by a scaled plan delineating the limits of work for which credit is requested.)*

Replacement ☐

Surety Information:

Subdivision Name _____ Phase _____ Map _____

Subdivision ☐ Sidewalk ☐ ROW ☐ Other ☐ BMP ☐

Site Inspector Name _____

Letter of Credit ☐ Surety Bond ☐ Cash Surety ☐

Applicant Information:

Organization Name _____

Contact Name _____

Contact Title _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Phone Number _____

Signature _____ Date _____

Fee Information:

Annual Registration for Surety over 4 Years Old (from Original Effective Date) \$550

Adjustment of a Surety \$550

Replacement of a Surety \$550

Payment Method: Check (made payable to the City of Charlotte): ☐ Credit Card (Visa or MasterCard): ☐

Online payment at <https://aca.accela.com.charlotte/Default.aspx>: ☐

Please note that we will not accept the surety review request until payment is received.

Submit completed form to:

Bond Administration

City of Charlotte Land Development Division

600 East Fourth Street, Charlotte, North Carolina 28202-2844

Telephone: (704)432-0960 Fax: (704) 336-6586